

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Maintenance Specialist

BAND	GRADE	
NE	618	
DEPARTMENT: Varies	ACCOUNTABLE TO: Maintenance Supervisor	FLSA STATUS: Non-exempt
<p>CLASS SUMMARY: Incumbents are responsible for performing journey level work in street or parks and maintenance divisions. Duties may include: performing installations, repairs and inspections on various equipment such as irrigation equipment; maintaining and repairing streets, parking lots and curb gutters; operating and performing maintenance on various light to heavy equipment; performing standard construction activities; conducting daily inspections of various electrical equipment; performing landscaping and gardening duties; and, maintaining parks and fields.</p>		
<p>DISTINGUISHING CHARACTERISTICS: This is the second level of a five level maintenance series. The Maintenance Specialist is distinguished from the Maintenance Technician by its responsibility for performing journey level duties on an on-going basis. It is further distinguished from Maintenance Lead in that the Lead has lead responsibilities over work crews on an on-going basis.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Performs installations and repairs on irrigation equipment by maintaining pump operations and gas engines; repairing, installing and/or replacing valves; investigating water leaks; and, building and installing irrigation systems.	Varies	
2.	Repairs streets, parking lots and curb gutters by sealing, patching, filling cracks and painting; sets forms and pours concrete for sidewalks, curbs, driveways, washes and handicap ramps; installs and replaces traffic signs; lays-out permanent markings; grades areas to specifications; and, performs traffic control.	Varies	

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3.	Operates and performs maintenance on various light to heavy equipment involved in the maintenance and upkeep of grounds and streets, such as street sweepers, sand trucks, path trucks, lawn mowers, service trucks, backhoes, cranes, graders, front-end loaders and dump trucks.	Varies	
4.	Performs standard construction activities which includes plumbing repairs, drywall repairs, painting, welding, fabrication, replacing lighting fixtures, carpentry work and roofing.	Varies	
5.	Conducts daily inspections of various electrical equipment by checking and recording levels; makes proper adjustments; inspects and unlocks new irrigation.	Varies	
6.	Maintains plant records and performs landscaping activities.	Varies	
7.	Performs duties in the maintenance of parks and fields by maintaining and adjusting sprinkler systems; installing and repairing sound and light systems; and, maintaining pools and related equipment such as lighting, pumps and filters.	Varies	
8.	Performs landscaping and gardening duties by diagnosing problems with plants and prescribing proper treatments or solutions.	Varies	
9.	Collects and verifies information from public, receives complaints from public and notifies public of work activities.	Varies	
10.	Completes and maintains required records and reports and informs supervisor of problems with daily activities; maintains as-built drawings; prepares cost estimates; corresponds with the public.	Daily	

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11.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of the following depending on area of assignment:

- Methods, materials and equipment used in construction, landscaping, and street maintenance;
- Irrigation systems;
- Federal, state and local regulations relative to area of assignment;
- Basic construction methods, including electrical systems, pipefitting, welding and fabrication and masonry;
- Safety precautions;
- City codes and ordinances, traffic laws, and blue stake laws;
- Plant types and diseases.

Skills (position requirements at entry):

Skill in the following depending on area of assignment:

- Maintaining, inspecting and repairing equipment;
- Using hand and power tools;
- Using testing equipment;
- Using computers and related software applications;
- Reading and interpreting blueprints;
- Performing mathematical calculations;
- Performing construction related activities;
- Performing standard testing;
- Reading and interpreting drawings and specifications;
- Operating various equipment related to area of assignment;
- Performing traffic control;
- Performing landscape activities;
- Installing, repairing and operating irrigation systems;
- Using and storing chemicals, herbicides and pesticides;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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Training and Experience (position requirements at entry):

High School diploma or General Equivalency Diploma (G.E.D.) and three years of experience working in streets, or a parks and maintenance function performing duties such as those listed above; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Positions require:

- Valid Arizona Driver's License.

Positions may require one or more of the following certifications depending on assignment:

- Confined Space/Training and Shoring Certification;
- Arizona Structural Pest Control Certified Applicators License;
- Valid State of Arizona Driver's License with Commercial Endorsement and/or Hazardous Materials Endorsement;
- Forklift Certification;
- Flagger's Certification;
- Hazardous Materials Certification.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (hkn)

Date: 05/98

Rev: 09/04 (skm); 07/07 (jls)